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ABSTRACT

Assertiveness training can help people identify patterns of behavior that block effective communication. The concept of assertiveness and some practical exercises for exploring assertiveness with groups or individuals are presented in this curriculum guide. Intended for use in high school, in adult education classes, in job-related inservices or workshops, or in self-improvement groups, the text offers easy-to-follow session outlines. The exercises it contains should help individuals to explore aspects of assertiveness. It presents a variety of ways to develop awareness and understanding of what assertiveness is, to identify how being assertive can benefit people in their everyday lives, and to explore what the implications of becoming more assertive might be. The exercises are grouped under 11 chapters, and include such topics as the meaning of assertiveness; assertive, aggressive, and passive thought and behavior patterns; what prevents individuals from being assertive; rights and responsibilities; self-confidence and self-esteem; and body language. Also included are saying no, dealing with criticism, and managing change. The text closes with suggestions for evaluation. An appendix lists assertiveness training opportunities. (RJM)

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